

## CORRECT OFFENSE TRACKING AND CITATION NUMBERS

### OTNs & CITATION NUMBERS

BCI receives hundreds of citations and criminal fingerprint cards each year with invalid or duplicate OTN (offense tracking numbers) and citation numbers. Because of the validation check built into our criminal history system, we are unable to add these citations and arrests (and subsequent convictions) into our database. This missing information can include a lack of information on a repeat DUI offender, an habitual thief, and even a repeat sex offender.

In order for BCI to maintain the most correct and complete database, valid citation and OTN numbers must be obtained by law enforcement agencies from the "OTN" transaction through the UCJIS website. If you are not using this transaction your OTNs and citation numbers will be considered invalid, and will not get added to the UCCH database.

If you are not sure if your OTN and citation numbers are valid, please check with BCI **BEFORE** you send your cards and citations to the printers!

**COURTS:** Do you find that your dispositions are not getting added to the UCCH database, even though you are correctly sending all information to DPS? It may be that the law enforcement agency you usually deal with is not using valid OTNs and citation numbers. If this is the case, all your hard work could be for nothing, as the disposition will not get added to the UCCH database. (If there's no arrest to attach the disposition to, the disposition cannot be added to UCCH.)

Don't forget that the actions you take today can have nationwide repercussions years down the road as a DUI arrest, or a sex offense against a minor does not get posted to UCCH (and subsequently does not get posted to Ill.)

### NCIC VALIDATIONS

Beginning this month, BCI is dramatically changing the way NCIC Validations are handled.

All NCIC entries must now be electronically validated. (Which you should be doing already!) To electronically validate an entry, you must use the Modify transaction on the UCJIS system and enter a unique identifier in the VLN field.



Entries that have not been electronically validated will be automatically purged by NCIC. This will be done entirely by NCIC, and BCI will have no part in the process.

As of January 2010, agencies will no longer need to send validation certificates to BCI. Once you are notified that the month's validations are ready to be retrieved from the FTP server, go in to the FTP server and get a copy of your entries as soon as possible. Then ensure that each entry is electronically validated by the due date. Entries that are not validated by the due date will be purged automatically by NCIC. Do not send a certificate to BCI.



FBI policy states: "If a state/federal agency uses the on-line validation process, the agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field. If a record has not been validated within a month from the request for validation, the NCIC System will generate a \$.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The \$.F. notification serves as a warning for the agency to validate the record or the

NCIC System will retire the record during the next purge cycle. If the record is not validated by the first Sunday of the following month, the NCIC System will retire the record and generate a \$.P. Purge Failure to Validate Notification."



There will be no grace periods or extensions on the due date. You may want to make sure that more than one person in your agency is trained on electronic validation procedures in the event that the person who normally validates entries is out of the office. If entries are purged by NCIC, BCI will not be able to put them back onto NCIC for you. Purged entries may be re-entered onto NCIC, but your agency will have to do the re-entry.

Remember – electronically validating an entry means more than downloading your information from the FTP server and returning the certificate to BCI. Electronic validation means that the UCJIS system is used to add information into the VLN field, and that any necessary modifications are made to the entry. The logon or initials of the individual validating the entry must be entered in the VLN field of the entry.

Also remember – you no longer need to send certificates back to BCI. Just electronically validate each entry (that is still valid!) and you are done for the month!

**If you do not use the screens seen on Pages 5 and 6 of the Newsletter, or do not see similar results, your entries are not being validated.**

## HOW DO I ELECTRONICALLY VALIDATE?

For a quick tutorial on electronically validating your NCIC entries, please see:

[http://dpsemployees.utah.gov/TAC/TACpdf/NCIC\\_Validations.pdf](http://dpsemployees.utah.gov/TAC/TACpdf/NCIC_Validations.pdf)

The example used in the presentation is for a wanted person entry. If you're validating a gun entry, use the Modify Gun (MG) transaction. If you're validating a vehicle, use the Modify Vehicle (MV) transaction, and so forth.

Please contact your Field Services representative for more information on electronically validating NCIC entries.

## NCIC CODE MANUAL IN INDIVIDUAL SECTIONS

Tired of searching the *NCIC Code Manual* for a place of birth and getting gun codes instead?

Looking for a vehicle code and getting boat codes instead?

The latest *NCIC Code Manual* is now broken down into individual sections on the TAC web site ([http://dpsemployees.utah.gov/TAC/TACManuals\\_Code.html](http://dpsemployees.utah.gov/TAC/TACManuals_Code.html))

Now if you're looking for a gun code, you only need to search the gun section!

## RUNNING YOUR OWN DRIVER LICENSE

Thinking of running your own driver license on UCJIS? **DON'T DO IT!**

Don't forget that the Federal Drivers Privacy Protection Act (18 U.S.C. § 2721 et. seq. [Public Law 103-322]) specifies that *any* driver license or motor vehicle record can be run only for criminal justice investigative purposes or criminal justice employment. Running your own driver license record for curiosity sake (or even training) does not qualify as "criminal justice investigation."

If you need a test record for Utah driver licenses don't forget about Yogi Bear. Running the last name of Dltest will also bring up many Utah test records on driver license. For out-of-state test records please see the TAC web site at [http://dpsemployees.utah.gov/TAC/TACpdf/test\\_records\\_UCJIS.pdf](http://dpsemployees.utah.gov/TAC/TACpdf/test_records_UCJIS.pdf).

If you need a copy of your driving record, please contact the Driver License Division. (See [http://publicsafety.utah.gov/dld/driving\\_record.html](http://publicsafety.utah.gov/dld/driving_record.html) for details.)

Trust us – your driver license photo on UCJIS is just as goofy looking on the computer as it is on your actual driver license!



*Phony driver license taken from a public internet site. No UCJIS policies were violated to obtain this graphic.*

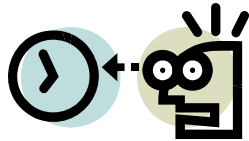
## BIENNIAL BACKGROUND CHECKS

If your agency does not have access to the four required files (UCCH, SWW, III, NCIC QW), make sure you're contacting BCI to help perform the biennial background checks on UCJIS users.

Send the information on the user(s) to the Help Desk on the Fingerprint Submission Form. Indicate on the form that it is a name only biennial re-certification. BCI does not automatically run these checks on operators every two years. It is up to the TAC to remind us who needs to be checked and when.

## URGENT AND ROUTINE YQs

Do you hate unnecessary aggravation? Well, so do other law enforcement agencies!



Urgent (10 minute) YQ messages must only be sent when your agency has no other reason to detain the individual or hold the property. If your agency has pulled someone over on a minor traffic infraction, and you find an NCIC warrant on that individual out of the Phoenix PD, that would be an occasion when you would send an Urgent YQ to the Phoenix PD. You have no other reason to hold the person, so you want an answer back from Phoenix as soon as possible.

However, you pull someone over for a minor traffic infraction, and find the driver is extremely intoxicated. Since your agency is going to book her into jail, you will have custody of her for a while. In this case, send a Routine (1 Hour) YQ message to the Phoenix PD. Since there is less urgency in this situation, Phoenix now has one hour to respond to your request, instead of 10 minutes.

Don't let Utah gain the reputation of a state that constantly sends out Urgent hits when Routine hits are more suitable!

## DATE OF THEFT

Scenario: Victim comes home at 9 pm on January 2, 2010 and parks his car in the driveway. He does not see his car again before he goes to bed that night.

The next morning, January 3, 2010, as he's (attempting to) leave for work, he notices his car is no longer in the driveway. He reports the vehicle theft to your agency, and you enter the vehicle into NCIC. What do you enter as the date of theft?

January 2, 2010! The date of theft must always be the earliest possible date the vehicle (gun, license plate, article, etc.) could have been stolen.

This applies even if it has been some time since the victim last saw the stolen property. If the victim last remembers seeing his rifle at the end of the deer hunt of 2009, and doesn't notice it is missing until February 2010, do not enter February 2010 as the date of theft. Instead, get the best estimate you can on what the earliest possible date of theft could have been.

## SOCIAL SECURITY NUMBERS

Occasionally it is necessary to verify if a social security number has been assigned to a particular individual – or if the social security number has ever been assigned to anyone.

The Social Security Administration, Office of the Inspector General, does verify social security numbers when it is a necessary part of an investigation. The SSA's response to the *law enforcement agency's* proper request will be one of these three options:

- "Match" meaning that the SSN is valid and is assigned to the name provided in the request
- "No Match" meaning that the SSN is valid but not assigned to the named individual in the request
- "Invalid" meaning that the SSN provided is not valid.

Please refer to the Miscellaneous Section of the [\*BCI Operating Manual\*](#) for more information on requesting SSN information from the Social Security Administration.

## UCR/IBR INFORMATION

A clarification regarding the age of a victim in NIBRS: (Taken from the October 2009 UCR State Program Bulletin)

"It has come to the attention of the national UCR Program that law enforcement agencies are not

reporting Data Element 26 Age (of Victim) uniformly in the NIBRS. The data value used for this element should be the age of the victim when the crime occurred and not the age of the victim when the crime was reported.

Some NIBRS vendors are using the date of birth of the victim to populate Data Element 26 Age (of Victim) field. Although this is feasible in most cases, agencies should not use the date of birth to calculate the age of the victim.

For example, a 20-year-old female tells police that she was raped when she was 15 years old. The correct age value for Data Element 26 should be 15. If the date of birth was used to establish the age of the victim, the victim would be reported as 20 years of age, which was not the age of the victim at the time of the offense.

In another example, a 5-year-old was reported as missing in 1998. The child's body was found in 2009. Law enforcement investigation determined that the child was a victim of criminal homicide. The correct reporting age in Data Element 26 should be 5 years of age. If the date of birth had been used to establish the age of the victim, the victim would be 16 years old, which was not the true age of the victim at the time of the offense."

Please review your agency's policies concerning the age of a victim to ensure compliance with this in NIBRS.

## MISSING PERSONS

### HIGHWAY SERIAL KILLINGS INITIATIVE

[http://www.fbi.gov/page2/april09/highwayserialkillings\\_040609.html](http://www.fbi.gov/page2/april09/highwayserialkillings_040609.html)

The FBI's National Center for the Analysis of Violent Crime (NCAVC) has undertaken an extensive effort to provide support to state and local law enforcement agencies with investigations of violent crimes that have a nexus to the nation's highways. Specifically, this support is being provided to investigations involving female murder victims whose bodies have been recovered along highways. This unprecedented support effort has

been named the "Highway Serial Killings (HSK) Initiative."

Within the last four years, this initiative has grown exponentially to include a nation-wide matrix of over 500 murder victims and list of potential suspects in excess of 200. The common denominator among all the victims is the fact that their bodies were recovered along or near a highway, usually an interstate or major U.S. highway, which is commonly traveled on by long-haul truck drivers.

#### Membership Requirements

Local, state and federal law enforcement with cases that meet at least one of the following criteria:

- Deceased females whose remains were recovered along a highway, or at a location associated with a highway (rest stop, truck stop, gas station, and/or restaurant located along a major highway)
- Kidnapped or missing females whose last known location was along a highway or location associated with a highway
- Female victims of sexual assault, in which there is a connection to a highway or a location associated with a highway
- Truck Drivers or other individuals who have been investigated or arrested for the murder, kidnapping, or sexual assault of one or more females along a highway or at a location associated with a highway

All services provided by the NCAVC are free of charge to the Law Enforcement community throughout the nation. The NCAVC also periodically hosts week long regional Highway Serial Killings (HSK) initiative conferences for purposes of education, case discussion, and liaison.

The following link is to a segment from "America's Most Wanted" concerning the FBI's Highway Serial Killings Initiative.

<http://link.brightcove.com/services/player/bcpid24025423001?bctid=57503558001>

FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, SALT LAKE CITY UT 84118

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**If you do not use these screens to validate your NCIC entries, the entries will be automatically purged from NCIC!**

Our operator, Xavier Y Zimmerman (XYZ), is validating his agency's entries for the month. Seen below are examples of the Modify Wanted Person, Modify Vehicle, Modify Gun, and Modify Missing Person screens. Xavier has entered his initials in the VLN field of all transactions. After entering all mandatory information, Xavier clicks the "Submit" button.

Transaction Code: MW1 GO New Broadcast Message

**NCIC WANTED PERSON FILE MODIFY**

\* = required

\*MKE: MW \*ORI: UTBCI0000 - UT BUREAU OF CRIM IDENT

\*NAM: BEAR, YOGI (last,first middle)

NIC: W12345678 \*\* OR \*\* OCA:

VLN: XYZ

Submit

Modify Wanted Person (above)

Transaction Code: MV1 GO New Broadcast Message

**NCIC VEHICLE FILE MODIFY**

\* = required

\*MKE: MV \*ORI: UTBCI0000 - UT BUREAU OF CRIM IDENT

LIC: 111AAA \*\* OR \*\* VIN:

\*\* OR \*\*

NIC:

\* OCA: 07-123456

VLN: XYZ

Submit

Modify Vehicle (above)

Transaction Code: MG1 GO New Broadcast Message

**NCIC GUN FILE - MODIFY**

\* = required

\*MKE: MG \*ORI:

\*SER: 123ABC \*\* OR \*\* NIC:

\* OCA: 02-123456

VLN: XYZ

Submit

Modify Gun (above)



Section Code: MM1

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**NCIC MISSING PERSON FILE MODIFY**  
NCIC 2000 Missing Person File Manual

\* = required

\*ORI:

\*NAM:  (last,first middle)

\*OCA:

VLN:

Modify Missing Person (above)

## Response

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Server Response:

1L0178527384  
 UTBCI0000  
 VALIDATE NAM/BEAR,YOGI NIC/W893590418

END OF RECORD

If the modification is successful, you should see a screen like the “Response” screen above. To be extra sure the entry has been validated, pull up the actual entry. The date of validation and the initials (or logon) of the validator will appear in the **VLD** and **VLN** fields, respectfully. In the entry below, we can see that XYZ validated the entry on 20091221.

```
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
VIOLENT TENDENCIES
4 - NO EXTRADITION
ORI/UTBCI0000 NAM/BEAR,YOGI SEX/M RAC/I POB/AK DOB/19500211
HGT/608 WGT/490 EYE/BLK HAI/BLK
SMT/DA PAINT
MNU/OA-321323
OLN/172443851 OLS/UT OLY/2008
OFF/CONSERVATION - FISH
DOW/20071218 OCA/TESTCASE2007
VLD/20091221 VLN/XYZ NOA/N
MIS/THIS IS A TEST RECORD / COVERED IN BROWN FUR WITH VERY LARGE TEETH /
MIS/AGITATED WHEN HE DOES NOT GET HONEY / PI NUMBER IS UTAH ID CARD
END /N
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